



# Integrated Justice Information Board

## Meeting Minutes June 15, 2004

**Item:** Steve Clem welcomed the group.

**Item:** Approval of May 18, 2004 Minutes

**Action:** Motion made to approve minutes. Motion carried.

**Item:** Summary Offender Profile – Brian LeDuc

Brian stated that the SOP application is currently live and being deployed in Thurston and Douglas county. Brian then provided a demonstration of the system for the Board. He stated that one issue with the application is the extent to which other data sources, or other pieces can be added by a vendor other than Templar. Templar does have an interface document, which will allow others to add pieces to the system, and they are sending that to Brian. As far as the timeline for the pilot in the future, the Technical Advisory Group (TAG) meets on July 16<sup>th</sup> and at that time Milestone Technology will make a presentation of data from the pilot; at the same time, the developers will talk about some of the issues related to the system. At that point in time Brian hopes to get recommendations from the TAG that he will bring to the Board at the July meeting. In addition, Brian wants to look at institutionalizing the maintenance of the application in a manner that is more manageable and makes more sense. Currently application support resides in Virginia, technical support resides in Portland and transition support is with a company in Olympia, which has made it a difficult model to manage.

**Item:** Proof of Concept – Brian LeDuc

Brian briefly described the process for the proof of concept and its timeline. David Neufeld from Online Business Systems/Sonic provided a presentation, including a demonstration of the data exchange between AOC and DOL..

**Item:** Report of the Program Director

DHS Grant Proposal – On June 1<sup>st</sup>, the Department of Homeland Security announced that states would be eligible to submit up to three proposals for up to a million dollars each by June 30<sup>th</sup>. The proposal called for information sharing projects that leverage the private sector and support public safety. Brian collaborated with DOL and WSP on a project that meets the requirements and has put together a proposal. Applicants have to submit their proposals to EMD by June 18<sup>th</sup>. He stated that this is a very short timeline and would like the support of the Board.

**Action:** A motion was made for the Board to endorse the Department of Homeland Security grant proposal involving the electronic transfer of criminal conviction and mental health commitment information and automate the transfer of firearms licensing information between fire arms dealers, local law enforcement and the courts. The motion was approved unanimously.

**Item:** JIN Program Office Responsibilities

Strategic Plan – Brian stated he had done some additional work on what he envisions as the responsibility of the Program Office. There are several things that he has been unable to adequately maintain, such as keeping the website current, marketing, grant opportunities, outreach, and building the JIN portfolio. These are areas where personal services contract with other agencies could be employed, as opposed to requiring additional FTE'. He reviewed the model he had prepared and asked the Board for comment.

**Action:** Brian will discuss the responsibilities with DIS to determine to what degree needed skills sets are available and then base decisions on that conclusion.

**Action:** Brian will update the proposal to reflect one FTE combining the technology officer and project manager responsibilities.

Brian stated that DIS Interim Director Mike McVicker has expressed the same level of support for the JIN Program Office that was there previously when Stuart was the Director. In addition, his MOU has been extended through July 2005 and he thanked the five agencies for their support.

**Item: Roundtable**

Steve Clem stated that he met with CTED regarding Byrne grant issues and moving forward with the grant awarded to the JIN program office. As a result of that meeting he would like to propose that CTED be an official stakeholder of the WIJIB. They would not be a voting member, but would be invited to the meetings and be able to participate since they are in integral part of the process. Brian said that he would invite them to send a representative to the meetings.

With Stuart McKee's resignation from DIS there is now a co-chair vacancy on the Board. Steve would like to fill that position. He suggested the designees' raise this issue with their members and that Brian discuss with Mike McVicker at DIS. Steve would like for a decision to be made at the July meeting.

**Item:** Next meeting is scheduled for July 20th, 2004 in the DIS Boardroom from 10:00 – noon.

**Members present:**

Garry Austin, Office of Financial Management	Dave Guthmann, Juvenile Rehabilitation Administration
Paul Beckley, Washington State Patrol	George Helton, Association of Counties and Cities
Steve Clem, WA Assoc of Prosecuting Attorneys	Terri Nielsen, Association of County Clerks
Tom Clarke, Office of the Administrator of the Courts	Fred Stephens, Dept. of Licensing
Cathleen Grindle, Judicial Information System (via phone)	Bonnie Woodrow, Association of Washington Cities